

Panaji, 11th December, 1984 (Agrahayana 20, 1906)

SERIES II No. 36

OFFICIAL GAZETTE

GOVERNMENT OF GOA, DAMAN AND DIU

EXTRAORDINARY

No. 2

GOVERNMENT OF GOA, DAMAN AND DIU

Department of Personnel and Administrative Reforms
Secretariat Administration and Coordination Division

Notification

No. 14/3/78-SA&C(Part File) Vol.I

The Notification dated 13th June, 1984 from the Government of India, Ministry of Home Affairs, New Delhi, is hereby published in the Government of Goa, Daman and Diu Gazette, for general information. This issues in supersession of the Notification No. 3-26-74-Div. I dated 30th September, 1977, published in the Official Gazette, Series II, No. 26 dated 3-10-1977 and all other Notifications issued on the subject from time to time.

Accordingly in exercise of the powers vested in him by the proviso to Rule 3 and 5 of the Business of Government of Goa, Daman and Diu (Allocation) Rules, 1963, the Administrator of Goa, Daman and Diu hereby directs that in supersession of all existing rules and orders on the subject, the Business of the Government shall be allocated between the Departments of the Secretariat in the manner specified in the schedule annexed hereto.

This Notification will take immediate effect.

By order and in the name of the Administrator of Goa, Daman and Diu.

G. H. Mascarenhas, Under Secretary (S.A.&C.).

Panaji, 6th December, 1984.

GOVERNMENT OF INDIA
(BHARAT SARKAR)
MINISTRY OF HOME AFFAIRS
(GRIH MANTRALAYA)

New Delhi, the 13th June, 1984

Notification

In exercise of the powers conferred by article 237 of the Constitution and section 46 of the Government of Union Territories Act, 1963 (20 of 1963), and all other powers enabling him in that behalf, the President hereby makes the following rules further to amend the Business of the Government of Goa, Daman and Diu (Allocation) Rules, 1963, namely:—

1. These rules may be called the Business of the Government of Goa, Daman and Diu (Allocation) Amendment Rules, 1984.

2. In the Business of the Government of Goa, Daman and Diu (Allocation) Rules, 1963, for the existing Schedule, the following Schedule shall be substituted, namely:—

"THE SCHEDULE

(See rule 3)

1. Department of Personnel and Administrative Reforms:

A. Personnel Division:

- (a) Cadre planning and management of various state services, not otherwise provided for under any other department.
- (b) Services:—
 - (i) All India Services.
 - (ii) State Civil Services.
 - (iii) Other Services, not otherwise provided for under any other Department.
- (c) Policy regarding appointments, placements, etc.
- (d) Career planning/development/management.
- (e) Training and co-ordination (including Hindi Training Schemes).
- (f) Talent hunting.
- (g) Promotion systems — Institutionalising arrangements for selection at senior/middle management levels.
- (h) Performance Appraisal systems.
- (i) Recruitment and conditions of service and framing of rules and regulations in matters thereof.
- (j) Staff Welfare.
- (k) Joint Consultative Machinery.
- (l) Rewards and punishment systems.
- (m) Motivation and Morals.
- (n) Vigilance and discipline.
- (o) Review/evaluation and feedback of policy/implementation.
- (p) Liaison with Central Government (Department of Personnel and the Union Public Service Commission).
- (q) Research in Personnel Administration.
- (r) Establishment of the Collectorates of Goa, Daman and Diu.

B. Administrative Reforms Division:

- (a) Organisation studies — Organisational Analysis and Method study.
- (b) Works Study — Works measurement, norms setting, etc.
- (c) Records and office management.
- (d) Form design.
- (e) Office lay-out.
- (f) Delegation of powers — Agency to oversee the actual exercise of delegated powers.
- (g) Inspection of field offices for O & M purposes.
- (h) Modernisation of office management, introduction of modern gadgets and other mechanical aids/equipments.
- (i) Manualisation/codification and simplification of rules and regulations.
- (j) Management information system.
- (k) Organisation and Methods training.
- (l) Specific consultancy studies.

- (m) Submission and rationalisation of returns.
- (n) Liaison with Government of India (Administrative Reforms Wing).
- (o) Preparation of Annual Administrative Reports.

C. General Administration and co-ordination Division:

- (a) Secretariat building, Library and Record Room.
- (b) Secretariat Accounts.
- (c) Housekeeping functions of Secretariat.
- (d) Telephones.
- (e) Council of Ministers.
- (f) Discretionary grants of the Chief Minister.
- (g) Lieutenant Governor's address.
- (h) Rules of Business of the Government.
- (i) Allocation of Business Rules.
- (j) Cabinet meetings/affairs.
- (k) Cabo Raj Niwas.
- (l) Accommodation (both for offices and residential).
- (m) Public holidays.
- (n) Residual functions.
- (o) Rules for authentication of orders of the Government.
- (p) Staff cars.

D. Protocol Division:

- (a) Arrangement for V.I.Ps.
- (b) Western Zonal Council.
- (c) Warrant of precedence.
- (d) Ceremonials and Protocol.
- (e) Vehicles for V.I.Ps./State Guests.
- (f) Allotment of Accommodation to V.I.Ps./State Guests.
- (g) Government Circuit House, Panaji and Margao.

2. Home Department:

A. General Branch/Division:

- (a) Establishment matters of Police, Home Guards and Civil Defence.
- (b) Law and Order and security, including administration of National Security Act, Essential Services Maintenance Act and COFEPOSA and matters connected therewith.
- (c) National Integration.
- (d) Fire Fighting Service.
- (e) Amusements, Betting and Gambling, excluding lotteries and Cinemas.
- (f) Repatriates/Rehabilitation/National Calamities.
- (g) Soldiers', Sailors' and Airmen's Board.
- (h) Prisons and jails.
- (i) Grant of remission or commutation of sentences.
- (j) Freedom Fighters.

B. Foreigners and Citizenship Division:

- (a) Passport.
- (b) Citizenship.
- (c) Foreigners.
- (d) Evacuee Property including Enemy Property.
- (e) Cultural and other offices in foreign countries.

3. Planning Department:

- (a) Five Year Plan.
- (b) Plan Co-ordination, review and monitoring.
- (c) Tribal sub-plan.
- (d) 20 Point Programme.
- (e) Special Component Plan.
- (f) Vital Statistics including Registration of births and deaths.
- (g) Western Ghat Scheme.
- (h) Manpower planning.
- (i) Establishment of the department of Economics, Statistics and Evaluation.
- (j) Census.

4. Education Department:

- (a) Education.
- (b) Sports and Cultural Affairs.
- (c) Technical Education.
- (d) College of Engineering and College of Architecture, Farmagudi.
- (e) Government Polytechnic, Panaji.
- (f) College Education (Government Arts and Science College, Daman).
- (g) Post Graduate Education.
- (h) University.
- (i) Archives, Archaeology and Museum.
- (j) Gazetteers.

5. Forest and Agriculture Department:

- (a) Agriculture.

- (b) Animal Husbandry and Veterinary Services.
- (c) Soil Conservation.
- (d) Fisheries.
- (e) Forests including Protection of Wild Life.
- (f) Irrigation.
- (g) Rural Development.
- (h) Community Development.
- (i) Panchayati Raj Institutions.
- (j) Co-operation and Marketing.
- (k) Horticulture.

6. Public Works and Urban Development Department:

- (a) Public Works including Water Supply.
- (b) Housing including Housing Board.
- (c) Town and Country Planning.
- (d) Municipal Administration.
- (e) Urban Development.
- (f) Slum clearance and slum improvement.

7. Power, Supply and Welfare Department:

- (a) Civil Supplies and Price Control.
- (b) Social Welfare.
- (c) Institute of Public Assistance.
- (d) Welfare of Scheduled Castes/Scheduled Tribes and other Backward Classes.
- (e) Electricity and power generation and distribution.

8. Tourism, Information and Transport Department:

- (a) Information and Publicity.
- (b) Tourism.
- (c) Road transport and taxes on vehicles.

9. Science, Technology and Environment Department:

- (a) All matters/correspondence pertaining to following Central Government/Departments/Agencies.
 - Atomic energy.
 - Electronics.
 - Environment.
 - Ocean development.
 - Science and Technology.
 - Futureology.
 - Space.
 - Sanitation and pollution control.
- (b) Application of Science, Technology and Environmental Technology.
- (c) Circulation of the latest know-how data, information etc. in the field of Science, Technology etc. as applicable to industries, trade development of Agriculture, Animal Husbandry, Education, etc.

10. Revenue Department:

- (a) Land Revenue including Land Records and Survey.
- (b) Land including Land Tenures, Land Ceiling and Land Reforms.
- (c) Relation of Landlord, Tenants and Mundkars.
- (d) Comunidades.
- (e) Religious endowments and Institutions.
- (f) Rural Indebtedness.
- (g) Financial Relief for Natural Calamities.
- (h) Mamlatdar's Court Act.
- (i) Requisitioning and acquisition of immovable property.
- (j) Stamps.
- (k) Land acquisition.
- (l) Public Premises (Eviction of Unauthorised Occupants) Act.
- (m) Maps and State Boundaries.

11. Public Health Department:

- (a) Public Health and Sanitation, Hospitals and Health Centres.
- (b) Nursing, Dental and Pharmaceutical Professions and Education.
- (c) Mental Health.
- (d) Nutrition.
- (e) Drugs Control.
- (f) Adulteration of Food Stuffs.

12. Industries and Labour Department:

- (a) Industries and Mines.
- (b) Weights and Measures.
- (c) Inland Water-ways including navigation therein navigational aids Ferries.
- (d) Monopolies and Restrictive Trade Practices Act, 1969.
- (e) Labour and Employment including Labour Welfare.
- (f) Technical Training Schemes.
- (g) Boilers and Factories.

- (h) Trade Unions, Industrial and Labour Disputes.
- (i) Cinematography.
- (j) Printing and Stationery.

13. Finance Department:**A. Expenditure, Revenue and Control Branch:**

- (a) Financial sanctions.
- (b) All matters relating to equation of posts and revision of pay scales of absorbed employees.
- (c) Directorate of Accounts.
- (d) Arrears of loans and advances.
- (e) National Savings Schemes.
- (f) Chit Fund.
- (g) Pension.
- (h) Pay Commission.
- (i) Sales Tax, Excise including Narcotics and Entertainment Tax.
- (j) Lotteries.

B. Budget Branch:

- (a) Budget and Accounts.
- (b) Public Accounts Committee.
- (c) All financial Rules (Delegation of powers under Fundamental Rules, Supplementary Rules, Delegation of Financial power Rules, Central Treasury Rules and General Financial Rules etc.).

14. Law Department:**A. Legal Affairs Branch:**

- (a) Advice on legal matters.

- (b) Statutory rules, orders and notifications.
- (c) Drafting and vetting of Bills.
- (d) Supervision of Government litigation and arbitration.
- (e) Conveyancing including agreements and deeds etc.
- (f) Prosecution of criminal cases including appeals against acquittal.
- (g) Summoning and prorogation of Legislative Assembly.
- (h) Salaries and allowances etc. of M.L.As.
- (i) Publication of Acts, Rules, Notifications, Codification of Laws and maintenance of up-to-date laws, rules and notifications.
- (j) Law Library.
- (k) Personal laws and other laws of general nature.

B. Establishment Branch:

- (a) Notaries.
- (b) Official receivers, legal practitioners and Government counsel.
- (c) Administration of Justice.
- (d) Registration of documents and Societies.
- (e) Administrative Tribunal.
- (f) Goa, Daman and Diu Judicial Service Cadre.
- (g) Election excluding Municipal Elections.
- (h) Directorate of Prosecution and A.P.Ps.
- (i) Legal Aid."

(No. U-11022/1/84-UTL)

Sd/-

(J. C. BISWAS)

Under Secretary to the Govt. of India.

SCHEDULE II**Allocation of Departments/Subjects amongst Secretaries, Joint Secretaries and Under Secretaries in the Secretariat**

Secretaries	Branch Officers	Departments/Subjects Alloted
1. Chief Secretary	Under Secretary (Personnel)	Department of Personnel and Administrative Reforms. A. Personnel Division.
	Under Secretary (Administrative Reforms)	Department of Personnel and Administrative Reforms. B. Administrative Reforms Division.
	Under Secretary (Home)	Home Department. A. General Branch/Div. (*Excluding Fire Fighting Services).
	Under Secretary (Passport)	Home Department B. Foreigners and Citizenship Division.
	Under Secretary (Science, Technology and Environment)	1. Science, Technology and Environment Department. 2. Tourism, Information and Transport Department (*excluding Tourism, Road Transport and Taxes on vehicles).
	Under Secretary (Protocol)	Department of Personnel and Administrative Reforms. D. Protocol Division.
2. Development Commissioner	Special Secretary (Planning) } Joint Secretary (Planning & Development)	Planning Department (*only Plan Co-ordination, review and monitoring).
	Under Secretary (Public Works and Urban Development)	1. Public Works and Urban Development Department (*excluding Municipal Administration, Urban Development and Slum Clearance and slum improvement).
	Under Secretary (Education)	2. Power Supply and Welfare Department (*Only Electricity and Power generation and distribution).
3. Secretary to Lt. Governor	Joint Secretary (Planning and Development) } Under Secretary (Forest and Agriculture)	Forest & Agriculture Department (*only Agriculture, Animal Husbandry & Veterinary Services, Fisheries, Forests including Protection of Wild Life and Horticulture).
	Under Secretary (Health)	Public Health Department.
4. Secretary (Revenue)	Under Secretary (Revenue)	Revenue Department.
	Under Secretary (Education)	Education Department.
	Under Secretary (Science, Technology and Environment)	Tourism, Information and Transport Department (*only Road Transport and Taxes on vehicles).

Secretaries	Branch Officers	Departments/Subjects Alloted
5. Secretary (Finance)	Under Secretary (Finance-Expenditure)	Finance Department A. — Expenditure, Revenue and Control branch.
	Under Secretary (Finance-Budget)	Finance Department B. — Budget branch.
6. Secretary (Industries & Labour)	Under Secretary (Industries and Labour)	Industries and Labour Department.
	Under Secretary (Public Works and Urban Development)	Power Supply and Welfare Department (*excluding Electricity and Power generation and distribution).
Joint Secretary (Personnel)	Under Secretary (General Administration)	Department of Personnel & Administrative Reforms — General Administration and Co-ordination Division.
	Under Secretary (Public Works and Urban Development)	Public Works and Urban Development Department (*only Municipal Administration, Urban Development, and Slum clearance and slum improvement).
7. Secretary (Urban Development & Tourism).	Under Secretary (Science, Technology and Environment)	Tourism, Information and Transport Department (*only Tourism).
	Deputy Director (Vigilance)	Vigilance and Discipline.
	Under Secretary (Home)	Home Department A. — General branch/Division (only Fire Fighting Services).
8. Secretary (Law)	Under Secretary (Drafting)	Law Department A. — Legal Affairs Branch.
	Under Secretary (Law)	Law Department B. — Establishment Branch.
	Under Secretary (Planning)	Planning Department.
9. Special Secretary (Planning)	Joint Secretary (Planning and Development)	Forest and Agriculture Department (*only Rural Development, Community Development, Panchayati Raj Institutions, Irrigation & Co-operation and Marketing).

N. B. — *The subject or subjects with the bracket indicated with an asterisk (*) in the last column of this Schedule after the name of a Department is a subject or are subjects which is/are included in or excluded for the Department but are the business allocated to the Secretaries to Government.